

# Retention and Classification Report

**Agency:** Salt Lake Community College (Utah). Student Services (1455)

4600 South Redwood Road  
Salt Lake City, UT 84123  
967-4296

**Records Officer** Sarah Stoker

06963 Student records

**AGENCY:** Salt Lake Community College (Utah). Student Services

**SERIES:** 6963

3

**TITLE:** Student records

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by surname, thereunder chronological  
**DESCRIPTION:**

These are attendance and registration records. These contain students' names, school and class, entry and exit dates, grades, days of absence and forms completed for enrolled students registering for specific classes.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

**AUTHORIZED:** 04/01/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Microfilm master: Retain in Office for 3 years and then destroy.

Microfilm duplicate: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private